

# ECF Ready Checklist

- ☐ **Pre-Training Exercises**
  - **Computer Based Training**
  - **Web Tutorial**

Note: It is strongly recommended that the pre-training exercises are completed before attending the In-House Court Training

- ☐ **Attend a training session as soon as possible**
- ☐ **Review the “Equipment Needs” to ensure that your system meets the minimum requirements.**
- ☐ **Ensure that you have an active PACER login and password.**
- ☐ **Register for an ECF login and password.**
- ☐ **Review Administrative Procedures**

## Who to call for HELP!

For technical problems	call the CM/ECF Help Desk - (401) 752-7100
For questions regarding Administrative Procedures	e-mail Paulette Dube at <a href="mailto:paulette_dube@rid.uscourts.gov">paulette_dube@rid.uscourts.gov</a>
For questions regarding filing documents	e-mail Paula Farrell Pletcher at <a href="mailto:paula_farrell_pletcher@rid.uscourts.gov">paula_farrell_pletcher@rid.uscourts.gov</a>
To sign up for training	e-mail Paula Farrell, Connie Zinni or Jennifer Dias at <a href="mailto:paula_farrell_pletcher@rid.uscourts.gov">paula_farrell_pletcher@rid.uscourts.gov</a> <a href="mailto:connie_zinni@rid.uscourts.gov">connie_zinni@rid.uscourts.gov</a> <a href="mailto:jennifer_dias@rid.uscourts.gov">jennifer_dias@rid.uscourts.gov</a>